



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 4-3-17	<u>Interviewer:</u> Mohammed Cato	RFA #17 – 26
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		
[REDACTED]		
[REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input checked="" type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
3-29-17	[REDACTED] leaves a voicemail for MC	[REDACTED] would like to meet with MC to discuss EOO related concerns
3-30-17	MC leaves a voicemail for [REDACTED]	
3-30-17	MC talks to [REDACTED].	[REDACTED] explains that she would like to bring two other students with her and that she needs to figure out their schedule to set up a time to meet
4-3-17	MC meets with [REDACTED] and [REDACTED]	MC explains the Discrimination Complaint Procedure including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. The group explains that they feel like they have been targeted (based upon their national origin) by [REDACTED], a [REDACTED]. They want the behavior to stop and don't want him to [REDACTED].
4-3-17	[REDACTED] sends MC a copy of a recording.	

Week of 4-3-17 to 4-7-17	MC contacts Eric Alexander to see who handles matters regarding the [REDACTED]	Eric suggests that MC contact Carol Berry (x.7979) at Transportation Services
Week of 4-3-17 to 4-7-17	MC leaves a voicemail for Carol Berry	
Week of 4-10-17 to 4-14-17	MC talks to Carol	Carol confirms that she is the appropriate person to talk to. MC says that he will follow up with Carol once [REDACTED] confirms her statements with MC.
4-18-17	MC schedules a meeting for 4-18-17 with [REDACTED] so that she can sign interview notes	[REDACTED] does not attend meeting
4-19-17	[REDACTED] emails MC	[REDACTED] apologizes for not attending the meeting and asks for times that she can come in
4-19-17	MC emails [REDACTED]	
4-19-17	MC leaves a voicemail for Carol	MC lets Carol know that he still plans on following up with her as soon as he confirms the accuracy of his notes with [REDACTED] and [REDACTED].
4-19-17	[REDACTED] comes to the office to review the meeting notes	[REDACTED] says that she will check with the others and determine a time for all of them to review and sign the meeting notes
5-2-17	Phone correspondence with Seth Vidana	
5-4-17	Giving Seth a summary of [REDACTED] and [REDACTED] concerns	
5-4-17		MC talks to [REDACTED] with an update. MC informs [REDACTED] that he spoke to Seth and gave him a summary but that he did not disclose their identities. MC shares that Seth is interested in talking to them directly. [REDACTED] says that she is open to that. [REDACTED] says that they're no longer taking the [REDACTED] because they don't feel comfortable with [REDACTED] the [REDACTED] indicated that it is impacting their ability to study because they typically rely on the [REDACTED] for [REDACTED] campus. [REDACTED] says that she's willing to file a formal complaint if [REDACTED] remains [REDACTED].
5-4-17	MC leaves a voicemail for Seth	MC wants to share the conversation that he had with [REDACTED] with Seth and asks Seth to give him a call.
5-5-17	Seth leaves a message for MC	
5-5-17	Seth comes to the EOO	MC shares the conversation that he had with [REDACTED] with Seth. MC and Seth discuss options for moving forward and responding to the needs of the students. Seth sends MC some email correspondence involving [REDACTED] that he received from Carol Berry. Seth also reiterates that he'd like to speak to the students and MC indicates that he will call [REDACTED] to set up a meeting.

5-5-17	MC calls [REDACTED] and leaves a voicemail	
5-5-17	[REDACTED] gives MC a call back	MC informs [REDACTED] that Seth is interested in meeting with her, [REDACTED] and [REDACTED]. He'd like to hear directly from them on how the incidents impacted them. MC shares that Seth is willing to meet on the weekends too. [REDACTED] indicates that she thinks everyone would be open to meeting with Seth but probably not until next week since they have an event over the weekend. [REDACTED] says that she will call MC back to let him know what times the group is available.
5-5-17	[REDACTED] leaves MC a voicemail and lets him know that the group can meet with Seth on Monday	
5-8-17 to 5-12-17	MC is out of the office	MC is sick
5-9-17	MC sends [REDACTED] an email to let her know that he is sick and will be out of the office	
5-9-17	[REDACTED] replies back and wants to know if the group should disclose their names to Seth	
5-10-17	MC sends an email to [REDACTED]	MC explains that the group doesn't have to disclose their identities
5-10-17	[REDACTED] sends MC an email	[REDACTED] says they're okay with disclosing their identities and indicates that the group would like for MC to attend the meeting with them
5-11-17	MC sends [REDACTED] an email	MC says that he won't be in the office until 5-12-17
5-12-17	MC calls [REDACTED] and leaves a voicemail. [REDACTED] calls back MC	MC checks to see if [REDACTED] and the others have scheduled a time to meet with Seth and [REDACTED] indicates that they'd like for MC to accompany them at the meeting. MC lets [REDACTED] know that it is against EOO protocol to serve as an advocate or support person for students because it can raise potential conflicts of interest in MC's role as an investigator and compliance officer. [REDACTED] thanks MC and indicates that she understands. [REDACTED] says that she will call Seth today and let MC know when the meeting is. MC says they can figure out next steps based on the group's discussion with Seth.
5-15-17	MC and Seth exchange emails	Seth wants to know if MC can attend the meeting that he has with [REDACTED] and the others. MC indicates that it would not be good for him to attend the meeting because it could conflict with his role as an investigator in the case that this turns into a formal complaint. MC cannot be seen as advocate for the students. Seth indicates that he understands and will let MC know how the meeting goes
5-23-17	Seth meets with MC to discuss his	Seth indicates that [REDACTED] is no longer [REDACTED] that the students use. There was talk about giving the students the option of meeting with

	meeting with the students	██████ but there was some conversation amongst the students about how helpful that might be. MC and Seth agreed that it would be good to talk to ██████ without the presence of the students and get his account of what occurred along with talking to his supervisor. Seth agreed to set up the meeting.
5-23-17	Seth emails ██████ supervisor, to set up a meeting	Seth proposes to set up a meeting with himself ██████, Carol ██████ and MC to talk about the statements that the students made and to hear ██████ account
5-23-17	Seth emails ██████, ██████ and ██████ to let them know that he and MC plans on meeting with ██████	
6-6-17	██████ sends an email to follow up with ██████ about the meeting	██████ responds and says that he has been working out of town in Yakima but that he may be available next week to meet
6-7-17	MC called Seth to receive an update	Seth said that he sent an email to ██████ and is looking at possibly next week to meet
		Converted to RFA 17-26 cont'd